

2019 Calendar Year Accomplishments

Fleet Management Division (FMD) 2019 Calendar Year Accomplishments

1. Fleet Management

- a. Renewed the contract with ARI to manage and facilitate maintenance and fueling events for state operated one ton and under vehicles in July 2019
- b. Established and posted vehicle benchmarks
- c. **Fueling**
 - i. Addressed several fueling station card scanner fraud incidents
 - ii. Transitioned 988 equipment cards to the Auditor's Office saving the agencies \$71,136.00 in administrative fees
- d. **Maintenance**
 - i. FY19, FMD and ARI saved the state \$270,277.65 in maintenance costs by suggesting alternatives to the garages' recommended repairs
- e. **Fleet Training**
 - i. Held ten half-day training sessions during May 2019
 - ii. 120 AFCs and guests attended

2. Records Integrity

- a. **wvOASIS Fixed Assets and ARI**
 - i. Changed vehicle category codes 02 and 03 from Agency and FMD Owned to under 1 ton and over 1 ton, respectively
 - Corrected 2,659 records in wvOASIS
 - ii. Added category code 32 for leased vehicles (operated by, not owned by, the state)
 - iii. Added category code 50 for licensed non-motorized vehicles (trailers)
 - iv. Redefined category code 24 to licensed travel trailers
 - v. Matched the naming constitution with wvOASIS
 - 1. ARI has a limit of 13 characters for the agency name; therefore, FMD made abbreviations for the agencies' names and added the department and unit numbers for each record in ARI in order to match wvOASIS
 - vi. FMD worked with wvOASIS Reporting Team to establish a crosswalk between the Division of Finance, Agency Billing Codes, and wvOASIS's established department and unit
 - vii. Changed the Cabinet Level in ARI
 - 2. FMD changed the Cabinet Level codes in ARI to match the State of West Virginia's Budget Office structure
 - viii. Added the department and unit codes in wvOASIS under the Custodian field
 - 3. Assigned custodian codes in wvOASIS to identify which agencies operated vehicles owned by FMD
- b. **HB4015, State vehicle Title, Registration, and Relicensing Project**
 - i. Assisted DMV with the State Vehicle Title, Registration, and Relicensing Project of 2018 by cleaning up 5,000 vehicle records with bad VIN numbers, duplicate records,

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missing vehicle years, and by correcting erroneous vehicle years, makes and models found in wvOASIS fixed assets

- ii. Monthly FMD compares wvOASIS fixed assets to ARI.

- 1. Any discrepancies are addressed monthly by FMD, wvOASIS, Surplus Property, DMV and the related agency

3. Billing

- a. FMD returned \$785,842.99 to the agencies by crediting their May 2019 Fleet invoice

4. Fleet Reporting

- a. **Fleet Utilization**

- i. Completed a state vehicle underutilization report on 9/17/19 listing 6,957 one ton and under state licensed vehicles and identifying 4,529 vehicles that don't average 1,100 miles/month

- b. **HB4015, Fleet Annual Report** to the Governor and Joint Committee on Government and Finance

- i. A draft report was sent to the Department of Administration Cabinet Secretary on 10/17/19

5. Agency Vehicle Request

- a. Processed 883 vehicle requests for the MV2019 vehicle statewide contract
 - i. 297 vehicles purchased as Agency Owned
 - ii. 453 vehicles leased through FMD
 - iii. 119 decommissioned vehicles without replacements
 - iv. 14 Reassignments

6. Rule Making

- a. FMD is working with the Department of Administration, Legislative Auditor's Office, and the Legislature to supply data and information to assist with the inventory and management of state vehicles

7. Other

- a. Telematics Pilot Program with DEP
 - i. FMD and DEP are testing 50 Geotab telematics units through ARI. The units were installed in October 2019
- b. Online Reservation and Kiosk System for vehicle pooling/sharing
 - i. FMD is contracting for an online reservation and kiosk system that will facilitate reserving pooled state vehicles and dispensing the keys through a wall mounted ATM like box based on a reservation number. At this time, FMD is currently pursuing the Request for Proposal process through the state of West Virginia Purchasing Division